The acquisition cycle begins with the most crucial step in the procurement process – defining the requirement in writing. This begins with the program official as they have a full understanding of the needs of their program and considerations for accomplishing the planned acquisition.

FAR Part 11 specifies that when describing agency needs, acquisition of supplies or services should be stated in terms of a) functions to be performed, b) performance required, or c) essential physical characteristics.  Requirements should be developed in a manner that promotes competition, allows for use of commercial items, eliminates restrictive features, and includes only what is essential to satisfy the Government’s minimum needs and is authorized by law.  If the requirement is a product (supplies), the Contracting Officer should be given all possible information relating to that product, an explanation of its desired functionality, and data regarding the end user’s need. These will all facilitate working towards a viable implementation or installation schedule. The items below are included to help assist individuals in the planning of an acquisition.

    